

Filing Document on Diskette

US Bankruptcy Court Southern District of Iowa

Documents uploaded to a disk **must** be submitted in a PDF format; with the exception of the matrix. Acrobat PDF Writer program allows creation of PDF files.

1. You may be required to submit more than one document in a single PDF file. This allows linkage of the documents to the correct docket event.
2. Name files on disk in the following format:

New Case	djohnson.PDF
New Case matrix	djohnson.txt
Documents existing cases	01-00005.PDF
3. Following is a reference list for commonly filed documents submitted on disk. Documents numbered under the Document column represent a **separate** PDF file unless a .txt format is indicated. A .txt file is a **separate** file in a format other than PDF.
4. If the document you are filing does not appear on this list, call the clerk's office for assistance. Contact Donna Clark at (515) 284-6230, ext. 2834 or Ginny Satterstrom at (515) 284-6230, ext 2843.

PETITION AND SCHEDULES

Document	Format
1. Petition, Schedules and Statements	PDF
2. Matrix	.txt

CHAPTER 13 PLAN

Document	Format
1. Chapter 13 Plan	PDF
2. Chapter 13 Bar Date Notice and Certificate of Service	PDF
3. Proposed Order	PDF

AMENDED CHAPTER 13 PLAN

Document	Format
1. Motion to Amend Plan, Bar Date Notice and Certificate of Service	PDF
2. Amended Chapter 13 Plan	PDF
3. Proposed Order	PDF

LATE FILED SCHEDULES

Document	Format
1. Late filed scheduled and Certificate of Service	PDF
2. Matrix (if applicable)	.txt

AMENDED SCHEDULES

Document	Format
1. Amended Schedules, Debtor's Declaration of Scheduled and Certificate of Service. (Certificate of Service for amended schedules to Trustee and US Trustee. Certificate of Service for 341 meeting notice to any additional creditors added with the amended schedules.)	PDF
2. Matrix (if applicable)	.txt

MOTIONS WITH BAR DATE NOTICES

Document	Format
1. Motion, Bar Date Notice and Certificate of Service	PDF
2. Proposed Order	PDF

MOTIONS WITHOUT BAR DATE NOTICES

Document	Format
1. Motion and Certificate of Service	PDF
2. Proposed Order	PDF

APPLICATION FOR COMPENSATION

Document	Format
1. Application for Compensation, Bar Date Notice and Certificate of Service	PDF
2. Proposed Order	PDF

ADVERSARY PROCEEDING

Document	Format
1. Complaint and Adversary Proceeding Sheet	PDF